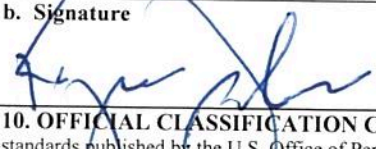
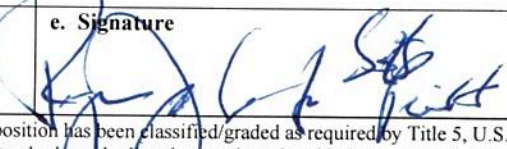



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG517026	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Advisor To The Administrator for Water and Cross-Cutting Initiatives	GS	0301	13	
4. Supervisor's Recommendation	Sr. Adv. to the Admin. for Water & Cross-Cutting Initiatives	GS	0301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Immediate Office		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator			
b. Signature 	c. Date 6/21/17	e. Signature 	f. Date 6/21/17		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 8886	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 06/22/17
11. REMARKS					

Senior Advisor to the Administrator for Water and Cross-Cutting Initiatives
GS-301-13

I. INTRODUCTION

This position is located in the Immediate Office of the Administrator (AO). The incumbent serves as a Senior Advisor to the Administrator by performing a wide range of sensitive, complex assignments which are sensitive enough to require the attention of the Administrator. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform her duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and, as such, will be expected to reflect her supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Administrator in correspondence and other communications with Agency managers and programs officials.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a Senior Advisor to the Administrator in critical, sensitive matters pertaining to Agency programs on water initiatives. Assists in managing both internal and external Agency policy development and rulemaking efforts on major Administration water policy issues.
2. Provides confidential advice and guidance to the Administrator in the areas of establishment and organization of Agency strategies for the implementation and integration of water programs under applicable Federal statutes; development of Agency policies and operation of Agency programs for the assessment and control of national water problems; development and operation of evaluation systems; development of environmental and pollution source standards; program policy guidance and overview, technical support and evaluation of regional water activities; conduct of compliance activities as they relate to water programs; development of programs for technical assistance and technology transfer; and development of selected demonstration projects.
3. Presents the view of the Administrator in written correspondence with internal and external senior level officials. Represents and speaks for the Administrator and in communications with Congress, Office of Management and Budget, and other Federal Agencies, State, regional and local governments, public interest organizations, private industry, professional groups, and the general public. Coordinates office programs with internal and external organizations, determining or recommending compromises to be made, and maintaining effective relations with interested groups.
4. Exercises leadership on an array of special and continuing assignments and projects of special interest to the Administrator. Maintains contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations.
5. Considers the various water initiatives of the Agency and provides advice and directs actions that will have a significant impact upon long-range plans, relative priorities, resource allocations, and related matters with regard to addressing Agency water initiative goals and incorporating cross-cutting Agency priorities.
6. Provides advice to the Administrator on management issues to ensure that Agency water programs

are managed effectively. Leads assessments of specific program and administrative areas to determine the need for modifications to improve efficiency and accomplishment of mission objectives and directs the implementation of those changes.

7. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides advice and options to the Administrator on strategies to accommodate such developments. Exercises initiative in determining suitable alternative solutions with officials of other Federal agencies, state and local governments charged with similar responsibilities.

8. Serves as a Senior Advisor to the Administrator in critical, sensitive matters pertaining to crosscutting agency issues such as climate change, conservation, energy, endangered species, and international and tribal cooperation.

9. Leads significant international initiatives and strategic policy efforts with the Agency and with international US agencies, foreign governments, and international NGOs. These programmatic efforts cover a broad range of environmental policies, agreements, treaties, and programs that impact the US or its foreign policy.

10. Performs a variety of assignments associated with the coordination of sensitive and complex international program and policy issues with external stakeholders. Advises the Administrator on areas of competence and undertakes assignments of special concern. These assignments are typically broad-based, of an Agency-wide nature or on behalf of the US Government, and involve multifaceted and complex relationships with other agencies and international organizations. Reviews and coordinates policy documents, negotiation strategies, reports and materials of special importance and concern to the Administrator to ensure they are prepared in accordance with, and reflect the position of, the Agency and the US Government.

11. Provides leadership, analysis, and coordination for international negotiations in such priority areas as trade and environment, climate change, marine pollution, trans-boundary pollution, and other bilateral and multilateral policy initiatives. Supports important US foreign policy, economic, and security objectives in priority regions of the world. Works with other Federal partners to develop, negotiate, and implement environmental provisions in all US Free Trade and international agreements.

12. Serves as an official representative/spokesperson for the Agency in international environmental programs of the Department of State, USAID, USTR, and in engagements with the OECD, UNEP, the Commission for Environmental Cooperation, and other multilateral and bilateral venues. Develops and nurtures strong working relationships with international officials and represents EPA on high level international environmental committees.

13. Performs other duties as assigned.

Factor 1. Knowledge Required

Level 1-8

1550 points

Mastery of advanced and organizational principles and practices along with a comprehensive knowledge of planning, programming and budgeting regulations, guidance and processes. A thorough knowledge of the Office of the Administrator's mission and functions to prepare short and long range planning guidance in accordance with broad Agency policies and objectives.

Comprehensive knowledge of a wide range of policies, precedents, and practices applicable of programs and functions across the Agency in order to provide substantive advice and to develop recommendations for the Deputy Administrator. This includes knowledge of the Agency's program goals and objectives, the sequencing and timing of key program events and milestones. The work requires a knowledge of the relationship between the Office and other EPA programs and other parts of the Executive Branch.

Mastery of the application of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness and the improvement of complex management processes.

Skill in planning, organizing, and leading team efforts and to negotiate effectively with management officials to accept and implement recommendations, where proposals involve substantial resources, or require extensive changes in established procedures.

Factor 2. Supervisory Controls

Level 2-4

450 points

The incumbent works under the general supervision of the Administrator. The employee develops an acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee works under the broad guidance principles established by the Administrator and is fully responsible for daily management decisions operating under own initiative. The incumbent is expected to implement existing policy as it applies to problems relating to the smooth running of the office. Work is reviewed in terms of established standards and instructions on timeliness and quality. Results of the work are considered to be typically authoritative and are normally accepted without significant changes. The incumbent is expected to bring complex issues to the Administrator and seek advice and guidance in sensitive or complex situations. The incumbent is expected to have in-depth knowledge of the substantive functions of the organization and its program objectives and regulatory procedural requirements.

Factor 3. Guidelines

Level 3-4

450 points

Guidelines consist of Agency policy and guidance, general administrative policies and management and organizational theories which require considerable adaptation or interpretation for application to issues and problems studied. Administrative policies and precedent-setting studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project.

Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods.

Factor 4. Complexity

Level 4-5

325 points

This position is located in the Immediate Office of the Administrator and involves sensitive coordination of the highest order. The nature of each assignment involves many different operating components of the Agency frequently outside Federal and non-federal agency heads. The tasks and projects are described under "Duties and Responsibilities." Often the nature of the assignment must be determined after verbal instructions are given to the incumbent by the Administrator. The variety of tasks

performed is substantial and the methods used to accomplish the assignments are decided by the incumbent with guidance from the Administrator on a case-by-case basis.

In order to carry out the fundamental tasks of the position, regular or frequent liaison is maintained with high level Agency officials – Assistant Administrators, Regional Administrators, Chief of Staff – as well as White House officials, Members of Congress, and constituency groups outside the Agency. These contacts are for coordination and planning meetings, conferences and follow-up on assignments emanating from the Deputy Administrator or Associate Deputy Administrator.

Factor 5. Scope and Effect	Level 5-5	325 points
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The purpose of this position is to perform broad and extensive programmatic assignments which require analysis and evaluation of major administrative Agency aspects and programs for the Administrator. The findings and recommendations may result in senior management redirecting efforts or initiated policies related to and/or impacting major environmental issues of a national scale. This includes the development of long range policies, plans, goals and objectives; and/or identifying and developing ways to resolve problems.

Factor 6. Personal Contacts	Level 6-4	110 points
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Contacts are with key officials within and outside the Agency. Personal contacts within the Agency include the Administrator, Deputy Administrator, Chief of Staff, Special Assistants, Assistant Administrators, Regional Administrators, etc. Contacts outside the Agency include key White House officials, Members of Congress and their staffs, key staff at the Office of Management and Budget, leaders of environmental organizations, and other public sector officials.

Factor 7. Purpose of Contacts	Level 7-3	120 points
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The purpose of established contacts is to justify, defend, negotiate or settle matters involving significant or controversial issues. The incumbent must identify decision-making alternatives, and justify recommendations and options to resolve administrative problems and to influence management to accept and implement findings and recommendations where there is some resistance.

Factor 8. Physical Demands	Level 8-1	5 points
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The work performed is primarily sedentary in nature, although there may be some walking, bending, or carrying of light objects such as books or files. Travel may be of a frequent nature.

Factor 9: Work Environment	Level 9-1	5 points
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The work includes the everyday risks and discomforts typical of offices and conference rooms.

TOTAL POINTS 3340